



# JOB POSTING

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Interested candidates should send their resume via regular mail, email (*as a Word document*) or facsimile to the address or phone number shown above. The Office of the Attorney General is an Equal Opportunity Employer.

## LAW CLERK

### HOME OWNER PROTECTION SECTION

#### Consumer Protection Division Full-Time

The HPU Law Clerk will be assigned to the Home Owner Protection Unit (HPU) of the Consumer Protection Division. The Law Clerk will assist in the investigation and prosecution of deceptive acts in connection with mortgage lending and investigation and prosecution of disciplinary complaints concerning licensed real estate appraisers and real estate brokers and sales persons. The Home Owner Protection Unit is a statutory unit of the Consumer Protection Division, authorized under IC 4-6-12, to enforce IC 24-9 and 25-1-9. This is a full-time position, 37.5 hours per week.

#### The Law Clerk has the following responsibilities

- Investigate consumer complaints by compiling information related to such investigations through issuance of subpoenas and other correspondence.
- Communicate with complainants, respondents, and other agencies regarding complaint status and other matters related to investigations.
- Assist deputy attorneys general in preparation of and litigation of civil complaints;
- Perform other duties of the office as may be assigned from time to time.

#### Qualifications

- Currently enrolled or recently graduated from an accredited law school.
- Excellent communication skills required, including the ability to relate effectively, both orally and in writing to legal and non-legal individuals.
- Ability to identify, analyze and resolve legal issues related to cases.
- Excellent legal research and writing skills, with emphasis on clear, persuasive legal analysis and writing.
- Organizational skills sufficient to handle a large caseload. Strong ability to multi-task.
- Good computer skills, preferably with Microsoft Office. Westlaw experience is a plus.